

Manager of Adult Education

New England Botanic Garden at Tower Hill, 11 French Drive, Boylston MA 01505 | (508) 869-6111

Direct Manager:	Director of Education		
Department/Group:	Education	Job Category:	Full-time Exempt Benefits Eligible
Location:	Boylston, MA	Travel Required:	Yes, local
Salary Range:	\$60,000 to \$65,000	Apply:	https://bit.ly/nebg-jobs

Position Overview

Under the direction of the Director of Education, the Manager of Adult Education is charged with attracting and serving a diverse population of new and existing adult audiences through the development and implementation of mission-focused learning opportunities. These opportunities include lectures, author talks, workshops, symposia, classes, tours, trips, interpretative media, virtual programs, and drop-in activities. The Manager of Adult Education oversees all aspects of program planning, development, implementation, and evaluation.

Our Culture

- Be part of an exceptional, respectful, and inclusive workplace culture that values both high performance and work-life balance.
- Be welcoming to all staff and the public and respectful of staff differences and preferences.
- Work for an organization deeply committed to diversity, equity, inclusion, and accessibility (IDEA).
- Explore opportunities to attend IDEA workshops and initiatives that foster a culture of belonging across the organization.
- Enjoy comprehensive benefits, retirement savings options, generous paid time off, and holidays.

Responsibilities

- Oversee all aspects of the Adult Education Department including symposia, workshops, lectures, traveling programs, free programs, interpretive media, and more.
- Develop strategies for departmental growth including a vision and a 5-year plan for adult education that aligns with the organization's mission and strategic plan.
- Plan and deliver a year-round calendar of over 400 fee-based and free adult-focused classes and activities that reach new and engage diverse audiences.
- Coordinate and manage over 40 contract instructors to teach programs on topics horticultural therapy, horticulture, gardening, garden design, nature studies, floral design, art and craft, health and wellness, food and drink, and more.
- Develop and manage the adult education budget, authorize and track departmental expenditures, and evaluate return on investment for all programming in terms of engagement versus expense.
- Develop and teach classes for adults as subject matter expertise allows.
- Create original interpretive content for an adult audience including videos, handouts, and signage.
- Create and implement an evaluation strategy for new and existing programs and utilize the feedback to alter, strengthen, and expand programming.
- Audit programs to evaluate instructor performance and ensure program quality.

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- Track program metrics including attendance and revenue, compile data, and generate reports as needed.
- Continuously update departmental policies and procedures and manage program logistics including scheduling, program setup, instructor contracts and registration pages.
- Develop new partnerships and utilize existing partnerships with outside organizations to enhance adult learning and reach new audiences.
- Contribute to the development and management of grants affecting the adult education program.
- Pilot new program content and formats, including professional development opportunities focused on climate change, gardening, and horticulture.
- Work with an awareness of surroundings and be vigilant to any possible threat to the safety of staff and the public, or NEBG. Ensure all concerns are reported promptly.
- Comply with provisions of the current Employee Handbook, all published personnel policies and job description requirements.
- Perform additional duties and responsibilities as assigned.

Leadership and Interpersonal Relations

- Communicate effectively in writing and speech, clearly articulating and championing NEBG's adult education program.
- Build and sustain relationships with community partners, instructors, and allied organizations.
- Work collaboratively as part of a team to achieve shared goals.
- Give and receive feedback and cooperate with staff to solve problems.
- Collaborate with other departments to fulfill grant requirements, plan, execute, and promote programs, and leverage the use of the garden and plant collections for classes and programs.

Supervision and Training

- Supervise, train, assess, and provide professional development opportunities for a full-time Registrar.
- Interview and hire candidates for open positions in the Adult Education department.
- Recruit, manage, and evaluate a corps of contracted instructors with subject matter expertise.
- Assist with volunteer training as needed.
- Foster teamwork and mentor staff members by modeling best practices.
- Empower staff by granting authority and autonomy whenever possible.

Schedule

The Manager of Adult Education is a salaried, full-time position and is exempt from overtime. The standard work schedule for this position is 40 hours per week. This position requires flexibility and the ability to work regular weekends and evenings as needed. Occasional outdoor and off-site work is required.

Physical Demands / Working Conditions

- Must be able to lift 25 pounds.
- Must be able to bend, squat, kneel, stand, and walk for extended periods and to navigate uneven grounds and stairs evenly.
- Must be able to work with appropriate computer and communications equipment.

Note: Duties described above, other duties and physical demands have been identified as essential functions as required by the Americans with Disabilities Act.

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Qualifications

- At least five years' relevant work experience in adult education programming or a bachelor's degree in education, museum studies, museum education, environmental studies or related field and three years' relevant experience.
- Minimum of one year of experience in a management or supervisory role.
- Experience managing budgets and grants.
- Experience planning, developing, teaching, marketing, and evaluating classes, resources, or experiences for an adult audience.
- Knowledge of current public garden and/or museum education practices and trends.
- Horticultural content knowledge and experience teaching plant-focused programs a plus.
- Experience working in a non-traditional educational environment such as a museum, nature, center, or botanic garden a plus.
- Ability to delegate and oversee the adult education department to deliver results on time and on budget.
- Able to speak and write effectively to ensure functional communication with co-workers, community partners, and program attendees.
- Strong writing skills, attention to detail, and high standards for quality and accuracy.
- Adaptable and flexible; can shift gears comfortably and embrace change.
- Demonstrated ability to work both independently and as part of a team to organize and manage multiple projects simultaneously in a fast-paced environment.
- Proficiency in Microsoft Office and Google Suite, and experience with customer relations software.
- Commitment to New England Botanic Garden's mission and demonstrated enthusiasm for creating informal learning experiences that inspire joy and foster a connection with plants and nature.